

Absence – Working Employees

- Adding absence for follow-up appointments/test during scheduled work hours

Absence:

To be Edited by Managers

ADDING AN ABSENCE FOR A FOLLOW UP APPOINTMENT OR TEST

1. Click **Absence Icon**.
2. Select **Request Absence**.



Request

Request Absence

Correct My Absence

3. Select the **date(s)** of the absence.
4. Select **Request Absence**.

Select Date Range View Teams

Balances

Balance as of 07/24/2019

Per Plan

Banked Holiday 0 Hours

Compensatory 78.9 Hours

Education 3 Hours

Family & Medical Leave - FMLA - Self 400 Hours

Family Care Time Off Plan 40 Hours

Holiday Compensatory 0 Hours

Military Time Off Plan

2 Days - Request Absence

5. Click on  in the **Type** field > **Paid Time Off [Infrequent]** > **Workers' Comp – Paid**.

Paid Time Offs [Infrequent]

COCAUTION

Intermittent FMLA Military - Paid

Intermittent FMLA - Paid

Jury Duty

Military

Other

Workers' Comp - Paid

Select

When

Type *

Next Cancel

6. Then click **Next**.
7. Review the date(s) and **Edit Quantity Per Day** to adjust the number of hours per day you will be taking off.

Request 2 items

	*From	*To	*Type	Quantity per Day	Total	
	07/15/2019	07/15/2019	Workers' Comp - Paid	9 hours	9 hours	Edit Quantity per Day
	07/17/2019	07/17/2019	Workers' Comp - Paid	9 hours	9 hours	Edit Quantity per Day

8. Then click **Submit**. This will go to manager and HR Partner to review & approve.

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Note: If you are eligible for FMLA, then your HR Partner will put Intermittent FMLA on your Absence calendar as well and report this time to the Reed Group.

You have successfully entered absence for Workers' Comp appointments/ test. If you have questions, please reach out to the safety partners and / or your HR Partner.